



Guidelines for Your Curriculum Vitae

Please respond to the following areas of interest as fully as possible. Please feel free to include other areas of experience that you believe might be helpful in your application.

Identification:

Please include your full name, your current address and postal code, and contact numbers: telephone and area code, e-mail and fax if applicable.

Education:

Provide the dates of the periods of education with corresponding institutions, i.e. Grade School, High School, Post-Secondary, Theological School, Seminary, etc. as applicable and include level, certificate, diploma or degree received.

Ex: 1950-1958: Austin O'Brien High School, Edmonton AB, Senior matriculation.

Ex: 1960-1964: University of Alberta, Edmonton, AB, Bachelor of Arts.

Ex: 2000-2003: Newman Theological College, Edmonton AB, Bachelor of Theology.

Training:

Provide the dates of the period of training with corresponding institutions, internships, practicums or field work and certificates or awards as applicable.

Ex: 2000-2001: Apollo Cranes Ltd., Winnipeg, MB, Supervisor Training Certificate.

Ex: 2001-2003: St. Paul diocese Lay Formation Program, St. Paul, Certificate.

Ex: 2004: Clinical Pastoral Education, Royal Alexandra Hospital, Edmonton, AB, CPE Unit 1 Certificate

Employment History and Experience:

Provide the dates of the period of employment with corresponding names of workplaces, your main responsibilities, skills gained and your main learning about yourself.

Ex: 1987-1997: White Bear High School, Yellowknife, NWT, Computer Sciences Management of a Grade Nine Class; Main learning: Ability to capitalize on youthful enthusiasm with innovative projects.

Community Service and Church Ministries (if applicable):

Provide the dates of the period of service with corresponding name(s) of the organization(s) involved and your role.

Ex: 2003-2005: Regina SK: Chamber of Commerce, Economic Development Chair.

Leadership role: found ability in motivating people in innovative projects.

Ex: 2003-2005: Regina SK: St. Mary's Parish, Coordination and formation of lectors;

Leadership role: found clear ability in planning and motivating others towards a goal, and I grew in love of the Word of God.

Office of the Registrar

10012-84 Street, Edmonton, AB T6A 0B2

Inquiries - toll free 1.844.392.2450, phone: 780.392.2451, fax: 780.462.4013

email: registrar@newman.edu, website: www.newman.edu

Professional Associations, Organizations, Etc.

Provide the dates of the period of membership, name of the organization and your role, skills gained and your main learning about yourself.

Ex: 1999-2005: British Columbia Ice-Climbing Association, Social Committee.

Leisure Time:

List hobbies and interests, and indicate benefits received and skills developed.

Ex: Reading, Fitness, Film, Target Shooting. Improved vocabulary, maintained health and weight, broadened cultural knowledge, and learned to concentrate and focus on task.

Guidelines for Your Personal Autobiography

Your autobiography should not be more than 8 double-spaced, typed pages. It should recount your personal history, your faith history and the goals you envision. Please respond to the detailed items as completely as possible.

Personal History

Please tell us about yourself.

Family of origin: father/employment, mother/employment, parents' marital status; siblings: ages/employment; your birth position in the family; significant family/personal events; significant relationships; significant health issues (resolved/not resolved); appropriate care of oneself; addictive dependencies (resolved or not resolved); psychological issues (resolved/not resolved); work experiences (difficulties/satisfactions); educational experiences (difficulties/satisfactions); hobbies and interests (influences/benefits); special skills and talents (developed/developing/potential); your current family situation.

Faith History

Please tell us about your journey in your faith life.

Significant events in your faith life (high points/low points); experience(s) of liberation; experience with compassionate care for self, others and your local or international community, perseverance, stability and leadership in tasks undertaken; liturgical and devotional life (Scripture, prayer, Mass, meditation, special devotions, spiritual readings, reaction to criticism of self); knowledge of and trust in Jesus Christ.

Goals Envisioned

What are your goals in pursuing studies at Newman Theological College? (For example: Personal spiritual search, understanding faith, faith development, development of moral character, working within the Church, obtaining knowledge and skills to undertake ministry, deepening and enriching one's spiritual life to enrich life in society.)

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